

Dear Parent or Guardian,

Due to a new Wisconsin state law (ACT 160), Bethlehem Lutheran School will no longer be able to give out over the counter (OTC) medication of any kind from school supplies. In addition, any medication a student needs (Sudafed, Tylenol, Advil, cough drops, etc.) must be supplied by each student's parent or guardian in the manufacturer's original package. In the case of liquid medication, the family should also provide the means of dispensation (spoon, cup, etc., with the necessary measurements displayed). These medications are for the student's personal use only and cannot be shared with any other persons.

If you want to provide OTC medication for your child, a Medication Authorization form must be completed and turned in to the office along with the medication in its original package with dosage amounts and times listed on the bottle. This must be done for each student. In other words, siblings may not share medication from the same bottle or container. A parent authorization form is needed for each child.

As in the past, all medications must be kept in the school office and will be secured in a locked container. Our office personnel and certain teachers have received the required training to be able to dispense medication.

If you want to provide *prescription medication* for your child, the above requirements must be followed along with the additional requirements (forms) described below.

There are four attachments:

- **Medication Dispensation - Parent Form** – To be completed and given to the school office if you would like the school to administer *any* medication (prescription and/or OTC).
- **Medication Dispensation – Medical Provider Form** – To be completed and given to the school office if your child needs to bring prescription medication to school for administration by school personnel. This form requires a physician signature.
- **Medication Dispensation – Asthma Inhaler Form** – To be completed and given to the school office if your child needs an inhaler at school or at school related events. This form requires a physician signature.
- **Food Allergy Action Plan Form** – To be completed and given to the school office if your child has a food allergy that would need medication to relieve an allergic reaction. This form requires a physician signature.
- **Diabetes Emergency Care Form** – To be completed and given to the school office if your child has diabetes. This form requires a physician signature.

The Medical Provider Form, the Asthma Inhaler Form, the Food Allergy Action Plan Form, and the Diabetes Emergency Care Form require the signature of a physician. It is acceptable for your child's physician to email or fax the necessary forms to our school. Bethlehem's fax number is (262) 251-4679, email: [brippel@bethlehem-wels.org](mailto:brippel@bethlehem-wels.org) .

These forms are also available in the school office and on our website.

[http://www.bethlehem-wels.org/school\\_news.htm](http://www.bethlehem-wels.org/school_news.htm)

These new procedures take effect at the start of the 2011-'12 school year. We thank you for your cooperation as we comply with new state laws designed to safeguard students.

Please contact the school office if you have any questions (262) 251-3120.

Thank you,  
Mr. Weber

Principal, Bethlehem Lutheran School